

SECRET

Approved For Release 2005/08/16 : CIA-RDP70-00211R000800060001-5

SCHEDULE

DESCRIPTION OF FILES

DISPOSITION

1. Policy and Procedure Correspondence	- Permanent
2. Regulations	Permanent - 12 yrs
3. Confidential Funds Report	- Permanent
4. 	- 99 years
5. Contracts, Individual Earnings and Service Record Cards	- 56 years
6. Contract Agreements and Authorizations with Military Personnel	- 56 years
7. Project Authorization Case Files	56 years
8. Contract Personnel Case File	- 56 years
9. Pseudonym Acknowledgements (Staff Employees)	- 56 years
9. REGISTRATIONS	
10. Subsidiary Ledger	7/12 - 25 years @ 4 yrs - BSA
11. Allotment Ledger	- 25 years 10 yrs - BSA
12. Original Voucher and Supporting Documentation	25 years 12 yrs - BSA
13. Field Station Correspondence File (Cable and Dispatches)	25 years 12 yrs - No. 5
14. Agent Cashier Files	25 years 12 yrs No. 5
15. 	25 years 12 yrs No. 5
16. Cancelled Checks	25 years 12 yrs - No. 5
17. Individual Payroll Case Files	25 years 12 yrs - No. 5
18. Payroll Journals	25 years 12 yrs - No. 5
19. Imprest Fund Account Authorization File	25 years 12 yrs No. 5
20. Collection Files	25 years 12 yrs No. 5

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)			<i>Case File: Comptroller</i>	
FROM: SSA-DD/S Room 7D16 Hqs		NO.		
		DATE 4 October 1962		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1 Executive Assistant to the DD/S 7D24, Hqs		<i>10/4</i>		<p>To 1 - The revised disposition schedule for certain confidential funds records has now been con- STAT curred in by the Office of Personnel, the Office of General Counsel, and the Office of the Comptroller. It is suggested that these coordinations be made known to [] in order that the revised schedule may be implemented.</p> <p>/s/ [] Special Support Assistant/DDS</p> <p>Attachments</p> <p>1 to 2 - Forwarded in accordance with SSA comments above. How much difference will this make? /s/ F</p> <p>2 to 3: In accordance with our telephone conversation today, I am returning the attached file concerning Disposition of Confidential Funds Records. It is my understanding that the revised dates will be included in []'s Records.</p> <p>[] CIA RECORDS ADMINISTRATION OFFICER</p>
2 CIA Records Administration Officer 604 - 1016 16th St.	<i>10/8</i>	<i>10/9</i>		
3. [] Deputy Comptroller 6E-69, Headquarters				
4.				
5. <i>11/14/62</i> <i>Note: cc to</i> []				
6.				
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